

TO: Agency Telecommunication Coordinators

FROM: Frank Cavallaro, Manager  
Bureau of Communication and Computer Services

DATE: March 30, 1999

RE: Publication of Annual Statewide Directory

The Division of Telecommunication has established dates which will be used to publish an annual Statewide Directory, starting with 1999. Please refer to the following **firm** dates:

**April 1** will be our **start date**,

**June 2** will be the **deadline date** for all changes input to MONIES. NO changes will be made after this date,

**August 2** will be the approximate **delivery date**.

**ONLY ONE LISTING WILL BE SENT TO EACH AGENCY.** Listings have been ordered, so you should receive yours within the next few days. Both departmental and alphabetical sections will be sent (in most cases) to the Springfield Telecommunications Coordinator. (Agencies with Chicago only coordinators will be sent to Chicago). Springfield Telecommunications Coordinators are responsible for contacting field offices and their Chicago Coordinators for their updates to the directory.

If your agency is **ON-LINE**:

1. You will receive both the alphabetical and departmental sections for your agency. You do not need to return the alphabetical section to CMS.
2. Make changes to the alphabetical section in the MONIES Directory System. Please "INQUIRE" before adding new listings to ensure a duplicate record is not created.
3. If you are ADDING alphabetical listings, be sure to list the accounting unit number associated with this record.

4. Return the departmental section only, with changes made in **RED** to Cathy Gonet, CMS Telecommunications, 2nd Floor, 120 West Jefferson, Springfield, Illinois 62702. The deadline for returning the departmental section is **April 20, 1999**.

If your agency is **NOT ON-LINE**:

1. You will receive both the alphabetical and departmental sections for your agency. **MAKE ALL CHANGES IN RED.**
2. Please return both the alphabetical and departmental sections to Sue Hill, CMS Telecommunications, 2nd Floor, 120 West Jefferson, Springfield, Illinois 62702, by **April 20, 1999**.

Thank you for your cooperation in making this publication accurate. Should you have any questions, please call Cathy Gonet (217) 524-0560 or Sue Hill (217) 782-4601.

FC:CH:ch

cc: Cherie Hartley  
Sue Hill  
Cathy Gonet